



ERB UPDATES

WHAT YOU NEED

Soldiers requesting / required to update their ERB/ORB will bring all supporting documents to include:

- PERSTEMPO or Completed Travel Voucher from DFAS
- Deployment Orders with any Attachments
- DA Form 87- Certificate of Training
- DA Form 1059- Service School Academic Evaluation Report
- Certificates of Completion
- Awards Certificates and/or DA Form 638- Recommendation for Award
- Any MILPER Messages awarding unit awards or service awards
- All NCOER's
- Correspondence Course History Printout and/or Certificates
- College Transcript- SEALED or Memo from Education Center showing total number of hours completed
- Miscellaneous documents showing proof of an update to record brief



SENIOR ENLISTED PROMOTIONS

BOARD INFORMATION AND VALIDATION

Go to <http://www.hrc.army.mil>

Click on "Enlisted" then "Active" then go to "My Promotion Board File" to review information from OMPF, DA Photo and ERB.

For Validation: Follow instructions.



OMPF

OMPF- Official Military Personnel File

The following website may be used to determine authorized / unauthorized documents for the OMPF:

http://www.erec.army.mil/ompf/ompf_document_filing_ready_refer.htm